



LEESBURG
The Lakefront City

APPLICATION FOR DEPARTMENT REVIEW OF PLAT

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: _____

1. Project Name: _____

2. Property Owner's Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail _____

3. Petitioner's Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail _____

4. Agent's Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail _____

PROPERTY OWNERS' SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me
on _____ (date) by _____

(name of affiant,
deponent, or other signer). He/she is personally
known to me or has presented _____
_____ as identification.

NOTARY PUBLIC

SEAL:

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me
on _____ (date) by _____

(name of affiant,
deponent, or other signer). He/she is personally
known to me or has presented _____
_____ as identification.

NOTARY PUBLIC

SEAL:

**NOTE: PROPERTY OWNER MUST SIGN APPLICATION. WHEN AGENT IS REPRESENTING CASE,
BOTH AGENT AND PROPERTY OWNER MUST SIGN APPLICATION.**

SURVEYOR'S CHECKLIST

Project Name _____

Name of Surveyor Preparing Plat _____ Phone _____

-
- ___ 1. Original Drawing: Mylar ___ Linen ___
 - ___ 2. Black Drawing Ink
 - ___ 3. Sheet Size (22½ x 27)
 - ___ 4. Margins (3" left, ½" other)
 - ___ 5. Sheet No. (Individual & total)
 - ___ 6. Match Lines
 - ___ 7. Scale (Stated & Graphic)
 - ___ 8. Name
 - ___ 9. North Arrow
 - ___ 10. Bearing Reference (Based on a specific line)
 - ___ 11. P.R.M.'s (Set in field and labeled on plat)
 - ___ 12. P.C.P.'s (Intersection of street C/D's, P.C.'s, P.T.s, P.R.C.'s, P.C.C.'s; max. 1000' apart)
 - ___ 13. Section, Township, Range or Land Grant
 - ___ 14. City, town, village, county and state
 - ___ 15. Legal description
 - ___ 16. Dedications and Approvals (see attached example)
 - ___ 17. Surveyor's certificate (see attached example)
 - ___ 18. Section & quarter section lines, corners
 - ___ 19. Point of Beginning - Indicate as P.O.B.
 - ___ 20. Streets (Locations, widths, names)
 - ___ 21. Easements granted (location, width, and use)
 - ___ 22. Contiguous property (Unplatted or Subdivision name, Plat book & page no.)
 - ___ 23. Replat of: _____
 - ___ 24. Lot and block numbers (must be sequential)
 - ___ 25. Block corner radii dimensions
 - ___ 26. Curvilinear lot data (note lot and boundary line radial or not)
 - ___ 27. Bearings or angles (to nearest second)
 - ___ 28. Street centerlines (distance, angle or bearing, curve data)
 - ___ 29. Parks & recreational parcels, conservation areas
 - ___ 30. Interior excepted parcels
 - ___ 31. Purpose and maintenance responsibility of dedicated areas, tracts, & granted easements
 - ___ 32. Closure (calculation checks)
 - ___ 33. Certificate of title/title opinion
 - ___ 34. Declaration of covenants, conditions and restrictions
 - ___ 35. Signed and sealed boundary survey of platted area
 - ___ 36. Legend of all symbols and abbreviations
 - ___ 37. Vicinity Map
 - ___ 38. **"NOTICE:"** Statement

I have reviewed the above checklist for compliance with the plat being submitted.

Surveyor's Signature

DATE

CHECKLIST FOR DEPARTMENTAL REVIEW OF PLAT (REVIEW BY CITY DEPARTMENTS)

The following information is required to be submitted when applying for PLAT APPROVAL:

1. ___ Filing fee (see below).
2. ___ General application form (page 1).
3. ___ Surveyor's checklist completed and signed by surveyor preparing plat (page 2).
4. ___ CERTIFICATES & APPROVALS containing all information shown on attached example (Information shall include surveyor's signature, date, seal, and registration number and dedication of streets, easements, etc.
5. ___ All requirements of the most current year Florida Statutes (F.S.) Chapter 177 included on plat. **PLATS WILL BE RETURNED WITHOUT COMMENT IF NOT IN FINAL FORM.**
6. ___ TITLE CERTIFICATION per F.S. 177.041.
7. ___ List of DEED RESTRICTIONS that may be on the property before and/or after platting.
8. ___ Original Plat plus ten (10) copies for distribution to city departments.

FILING FEE: \$150.00 for first 7 lots plus \$3.00 per lot over seven lots. (Make check payable to CITY OF LEESBURG).

PROCEDURES:

1. The Planning & Zoning Division will distribute plat to all departments for review & approval.
2. After approval has been received from all departments, the applicant or owner must make application to the Planning & Zoning Commission for plat approval. This application must be filed with Leesburg Planning & Zoning Division.

DEPARTMENTAL CHECKLIST FOR "PLATS"

Project Name _____

Developer's Name _____ Phone Number _____

ITEM

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[illegible]